

FINELINE

November 2005

A Division of Finance monthly communication service

Policies Clarify Use of State Funds for Retirement Awards

In anticipation of numerous retirements before the end of the year, we would like to clarify when it is appropriate for agencies to use state funds for retirement awards, gifts, or functions. The following information is **not all inclusive** but should answer some of the more common questions. For complete information, please review the policies referenced below by going to the Finance Web site at www.finance.utah.gov and selecting *Publications, Accounting Policies and Procedures*.



Retirement Awards

- Retirement Awards Policies – **FIACCT 05-03.07, 05-03.08**
- In accordance with the policy issued by the Department of Human Resource Management (DHRM Bulletin 99-003), agencies may give non-taxable awards (pins, jewelry, etc.) or taxable awards (checks, savings bonds, or gift certificates) to honor employees who are retiring. These awards may not exceed \$200 in total.
- Agencies also may purchase or supplement retirement gifts using donations from coworkers.
- When retirement awards are given, the agencies should recognize their responsibility to maintain the public trust. Unusual or lavish gifts, trips, etc., should be avoided.
- Awards that take the form of cash or cash equivalents (savings bonds, gift certificates, etc.) must be processed through the State Payroll System so they will be issued according to IRS tax withholding requirements. Policies FIACCT 05-03.07 and FIACCT 05-03.08 include instructions and procedures for processing these awards.

Retirement Refreshments

- Retirement Refreshments Policy – **FIACCT 05-03.10**
- The cost of the refreshments at retirement functions should not exceed \$3 per person, based on estimated attendance. The agency director may approve up to \$150 without considering the \$3 limit if the group is small and the \$3 per person limit will not be adequate.
- If the total cost of refreshments is over \$1,000, State Purchasing rules on obtaining bids are applicable. Refer to policies FIACCT 04-04.00 and FIACCT 04-05.00 for more information on obtaining bids.
- Agencies **may not** use state funds for floral arrangements, decorations, printed invitations, entertainment, etc. However, they may send invitations using flyers, letterhead, etc.

If you have questions about using state funds for retirement awards, gifts, or refreshments, contact Brenda Lee Sy at 801-538-3100 or brendalee@utah.gov. ❖

New FINET Help System Will Include a User Manual

The Division of Finance currently provides both policy and accounting system usage information in the *State of Utah Accounting Policies and Procedures*. This is available to all state employees through the Division of Finance Web site. However, as part of the FINET upgrade project we are separating the system use instructions from the policies. The result will be a Policies and Procedures Manual focused totally on the statewide policies along with the procedures for implementing those policies, and a separate User Manual focused totally on the FINET system and how to use it.



This will make it much easier to find answers to your questions, because you won't have to sort through policies when you are trying to resolve a document processing question, or sort through system explanations when you simply want to answer a travel question.

The policies and procedures will still be accessible through the Division of Finance Web site (www.finance.utah.gov), and they will continue to be the official word on accounting and accounting processes for the State.

The User Manual will be integrated into the FINET Help System. If you have a question, you will press the **Help** button at the top of the screen and have direct access to the User Manual. From Help you will also be able to access the on-line courses. For example, if you want to remember how to complete part of the purchasing process, you can access that portion of the on-line course, or you can review the specific requirement in the User Manual.

The User Manual content will be the same material used in the on-line courses, so after you have completed an on-line course, you will find that the User Manual material is already very familiar. The User Manual will include graphics and video clips showing screens and processes in order to enhance the written explanations. ❖

Trainers Are Focusing Full-Time on the FINET Upgrade

The FINET trainers, Julia Wilkins and Larry Simpson, have shifted gears and are now focusing full-time on the FINET upgrade. They are busy preparing the training materials and also are separating the User Manual from the Policies and Procedures ([see related article above](#)).



With all of this going on, they will no longer provide monthly classes on the current FINET. If you are new to FINET or just have question about specific processes or documents, use the on-line training available on our Web site. You can complete the whole course or just review the specific topic. Access the on-line courses on the Division of Finance Web site at www.finance.utah.gov/training/courses.htm.

We also encourage you to contact the FINET Help Desk at 538-9690 if you need assistance using FINET. ❖

These Tips Could Minimize Delays in Employee Self Service

Some users of the Employee Self Service (ESS) have experienced delays when trying to access the **Enter Time** or the **Review Time** screens. When the user clicks on one of these options, the system seems to get “hung up,” displaying a circle that just keeps spinning.



If you experience a delay of more than 10 to 15 seconds waiting for these pages to display, try our **ESS Performance Tips**. You can access these tips by logging on to ESS and selecting *Navigation* in the Detailed Navigation tray on the left. Then click on the link for Performance Tips on the right. This will open a file that you can view or print.

Below are three examples of the tips that may help speed up the display of your ESS pages. Check the on-line file for additional suggestions.

- ❶ Make sure your “Favorite” (bookmark) for the ESS portal page is set to <https://stateemployees.utah.gov/>
 - ✓ In your Internet Explorer browser, click on the **Favorites** menu at the top.
 - ✓ Right-click on the bookmark for the ESS portal, and select **Properties**.
 - ✓ Change the URL to <https://stateemployees.utah.gov/>
 - ✓ Click **OK** to save it.
- ❷ Do not just save the log-in page as a Favorite after typing in the link above. Bookmarking the log-in page can cause problems, so please follow the directions described above.
- ❸ If you have Web-Shots, Weather Bug, or other streaming audio or video software running, try shutting them down for better computer performance.
- ❹ Clear your browser cache to see if this will help.
 - ✓ In your Internet Explorer browser, click on the **Tools** menu at the top.
 - ✓ Click on **Internet Options**.
 - ✓ In the **General** tab, under **Temporary Internet files**, click **Delete Files**.
 - ✓ In the pop-up window, click the box in front of **Delete all offline content**.
 - ✓ Click **OK**.

If you need help with these settings, contact your agency LAN administrator. ❖

Frequently Asked Question from FINET Help Desk

Q I am trying to enter a PV using both a Project code and a Revenue Source code. I am getting an error on the PV indicating that the project may not be valid. I know that it is good, because I checked the AGPR table to make sure. What am I doing wrong?

A Users cannot enter both a Project code and a Revenue Source code on the same line of a PV document. To enter the PV correctly, enter **either** the Revenue Source code **or** the Project number on the PV document. You will then need to enter an IAT to correct the coding that could not be entered on the PV.



Call the FINET Help Desk at 801-538-9690 if you need assistance. ❖

FINET Schedule

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. The FINET cycle schedule will change on most holiday weeks. Included below are the exceptions to the normal FINET schedule through January 6, 2006.

Nov. 4	FINET open; October monthend
Nov. 10	FINET open; Thursday cycle
Nov. 11	FINET closed; Veterans' Day
Nov. 22	FINET open; Tuesday cycle
Nov. 23	FINET open; no cycle
Nov. 24	FINET closed; Thanksgiving Day
Dec. 2	FINET open; November monthend
Dec. 26	FINET closed; Christmas holiday
Jan. 2	FINET closed; New Year's holiday
Jan. 6	FINET open; December monthend



Division of Finance Training

Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at www.finance.utah.gov/training/courses.htm.

FINET Classroom Training

It's time for the next FINET system upgrade, and training will upgrade right along with it. Beginning in November, the trainers will be working full-time to prepare the courses to make you productive in the new FINET. These courses will arrive early next year. While we are preparing to help you make the transition, we will not offer the usual instructor-led courses for the current FINET system. However, you may still use the on-line courses listed below.



FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.